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Airport Operations Board Meeting  
Thursday November 8, 2012  
Kelso City Hall Council Chambers  
203 South Pacific Kelso, WA 98626

Those present were as follows:

**Operating Board:**

George Raiter, Cowlitz County  
David Futcher, City of Kelso  
Dennis Weber, City of Longview  
Darold Dietz, Port of Longview  
Norm Krehbiel, Member at Large

**Staff:**

Dan Johnson, Airport Operations Manager  
David Sypher, Public Works Director  
Janean Parker, City Attorney  
Becky Hill, Department Assistant  
Brian Butterfield, Finance Director

**1. Call to Order:** Meeting was called to order at 3:10 pm by Chairman George Raiter

**2. Pledge of Allegiance-**Led by Chairman Raiter

**3. Roll Call-** Members of Operating Board present: Chairman George Raiter, Board Member Futcher Board Member Dietz, Board Member Weber and Board Member at Large, Norm Krehbiel.

**4. Minutes-**Motion made by Board Member Futcher to approve the minutes from August 9, September 13 and October 11, 2012, second by Board Member Dietz, motion passed.

**5. Transition Status Reports: Airport Operations Manager Johnson inquired as to the status of the following:**

- **A. Airport Regulations Ordinance adoption status reports from each entity**
- City of Longview-Board Member Weber-On their agenda for review. Should be at final level for last meeting in November. Have not heard any questions or comments.
- Port of Longview-Board Member at Large-Norm Krehbiel-Is on the agenda for their meeting on 11/13 for consideration by the Port Board.
- City of Kelso-Board Member Futcher-Kelso has been approved and is good to go.
- Cowlitz County-Board Chairman Raiter-Believe it still buried in legal counsel and it is moving and will have by the end of the year.

**Mike Houtchens, Owner Northwest Airtech at the Airport:** was looking through the regulations and noticed they referred to a fuel safety document that has been cancelled, don't know if it matters as you can still refer to the document, but it is not a current document anymore and they have gone to NFPA Standards as well as others. If you link to the FAA website, you will see that it has been cancelled and what they are referring to now.

**Chairman Raiter:** Thanked Mr. Houtchens and advised him that the Board can make amendments to the Airport Regulations at any given time.

#### **6. Airport Insurance Update:**

A. City Attorney Parker briefly gave information to the Board. The City of Kelso has asked her to look into the options for insurance and figure out what we need to get the Board coverage. There currently is an existing Airport Operations Policy that is maintained by the City of Kelso. It has all the limits enclosed for all the various things. It also needs each of your jurisdictions as an additional insured now. Spoke to agent and he said it would be a very easy matter, with no additional charges. They would just add this Board on as an additional insured. So when the Board gives approval that is what you want, we can actually list that. So this Board as an entity would be covered for any claims related to the Airport Operations that are currently covered and your respected jurisdictions as well.

The entity as a body also does not have any sort of insurance apart from the Airport Operations specifically Public Officials Errors and Admission Insurance, employment Insurance, should you decide to have employees and those kinds of things.

WCIA (Washington Cities Insurance Authority) is a pool that both Kelso and Longview belong to now. Contacted WCIA and they have a coverage that is available that has those basic types of insurance that would step in on some coverage that is not covered under by the Airport Policy. That amount is \$5,000 per year that would cover all of the things that the cities are covered for in the city pool. All of the property and facilities are currently covered by the City of Kelso WCIA property policy and since the property ownership is not changing, we are just going to continue to maintain that as well.

Questions and discussion followed. City Attorney Parker will check to see exactly what coverage we really need or if we have what we need in place and if we are all covered and find out what the parameters are.

Point of concurrence: No objections on insurance policies.

#### **7. Service Contracts-Airport Operations Adoption:**

- A. Contract for City Attorney; Proposal was discussed at last meeting and the consensus was that the Kelso City Attorney is often available and has done a good job for us during the transition. Airport Operations Board would like to contract with Janean Parker.

Motion to approve the contract with Janean Parker for legal services by Board Member at Large Krehbiel, second by Board Member Dietz. Motion passed.

City Attorney Janean Parker thanked the board and looks forward to working with the Board and they returned their thanks to her.

- B. Finance Agreement: Airport has been carried under the Finance Department by the City of Kelso. Our proposal is to continue that relationship and the city will be compensated for this.

**Public Works Director, David Sypher:** One nuance to this as far as termination goes, it is not 30 days, it is actually 180 days and that deals with the complication of changing the funds around and that would take a little more time.

Discussion followed regarding the termination of these contracts. It was noted that contract terms can end each December as long as notice is given by July of each year.



Motion to adopt the contract for Financial Services by Board Member Weber, second by Board Member Dietz, Motion passed.

**8. Airport Manager Advertisement:** Chairman Raiter-we just confirmed today that we probably but not officially have the full contribution of revenue and there has been discussion about potentially having a transitional contract to help us through. Airport Johnson was asked to give a report.

**Airport Manager Johnson:** Would like to preface this with the thought to the whole Board that as things progress and projects start to become evident and happening, the load that will be there, Administrative, Project Manager and Operations Manager, I don't believe nor will I accept that all of this can be done by one person. Rob Parrish had made comment about that and they had a bigger flow of income and not sure exactly what Rob did and how he handled that, but I know what is going on here and I can't imagine working 22-23 hours a day to handle that whole load. That is why this is on here and to be advertised if necessary. Would also like to have an opportunity to introduce George Hext and he has some information he would like to present to the Board at this time.

George and Luella Hext gave the board a packet for a consulting agreement through which they would provide the Airport Management, Project Management and Administrative help for the airport. There is in the budget approximately \$92,000 to cover that. We would propose to enter into a consulting agreement for somewhat less, with the suggestion that the available funds then be spent to provide office equipment and marketing for the airport.

**Chairman Raiter:** Thanked George and Luella for their time. The board has a couple of things to go over as we have not discussed the concept of a transition manager and it is not a bad idea to have brought it forward. If the board is going to be effective in hiring the permanent manager, we don't want to be crushed up against the time clock, as things are about to fall apart, so if there is an interim it does make sense. This is something we need to consider and we need to consider this proposal that we have as a Professional Services Contract, just hypothetically, if we choose to, we could sign this contract without advertising for a permanent job.

**City Attorney, Janean Parker:** Yes it would be an advertisement for employment and it is not a service for which there would be any sort of public bidding, advertising required. So you could enter into it without advertisement.

**Chairman Raiter:** Would suggest throwing this out to put it on our agenda so the public knows what we are doing, consider that concept and discuss publicly if we want to have a transition consultant and also add time for an executive session if we say yes we want to do this. We want to look at the proposal more closely. That way we would have it in the public meeting and on the policy division itself and the consideration of any proposals.

**Board Member Futch:** This proposal is a temporary position and we would still look for a more permanent position. Ask the Hexts if this is temporary or were you looking for long term? George Hext responded that we are proposing a one year contract with a mutually agreed extension. Also want to show if the Board agrees that we are prepared to immediately begin the transition.

**Chairman Raiter:** We may offer something different and if we did it would just be a bridge. So we will review this on our own and have it on the agenda in December for formal consideration.

Public Works Director, David Sypher: One last point, in the event that you did not want to go with this consultant agreement or this interim agreement or even on a permanent basis, we are kind of in a time crunch as far as getting this advertised otherwise. If we were advertise today, it would be very difficult to have the advertising time let alone selection. Up against a time line here, just as long as you all recognize that and perhaps you want a workshop in between next and next meeting. If



you are feeling pretty comfortable about the direction that we could go with the current proposal on the table, then we can relax a bit. Just a little concerned with time line. We have two projects on the ground now, we have the design consultant, finishing and going through the phases of the mitigation and runway and then the west side hangar development. There is no administrative help right now to process reimbursements, general claims and those types of things. We need to get moving on whatever you decide.

**Chairman Raiter:** Thanked Mr. Sypher for your input. Asked if anyone may have any comments or do we want to stick to the plan.

**Board Member Weber:** Only concern that he has is the fairness in public notice and making sure that if there are others out there that may want to do this and they don't feel this was an inside job. Just want to make sure it is all above board. I like the idea of considering at our next meeting and give folks a chance too.

**Board Member Dietz:** Just glancing through it, every dollar counts to the Airport Board and not knowing whether the workload would be there to begin with to schedule a full time workload as to how we would enter into it. Knows we had talked at last meeting as perhaps even as we get into this, we would start with somebody part-time. Just throwing it out for consideration and the rest of us to think about as we consider this contract and how would maybe enter into it or are we going to go full bore right off the bat or as the workload progresses. Maybe start it off with less and enter it more full time.

**Chairman Raiter:** One thing we need to be conscience of is not winding up by default a permanent position that we have not advertised and given proper public notice about. So we need to be sure that if we have a transition consultant as a temporary position. That is what it is. It doesn't mean that someone has doesn't necessarily that person would be a top candidate for permanent position. We could workshop this and discuss between now and the next meeting and then have it on the agenda for next month and take action at next meeting.

**Board Member Fletcher:** Personally he is pretty comfortable with what is in front of us, but if the concern is fairness in getting it out there, why not put out some notice if anyone wants to put in between now and then, advertise for that. If could bring out other alternatives, but it could make it seem a bit more fair. The advertising we are talking about, maybe we do it anyways.

**Chairman Raiter:** Suggesting what we really do is considering this as a consulting transition contract. If we are not to worry about permanent spot, it is not as much official public notice. Public notice - yes, but not public advertisement for the job and then when you are ready to advertise for the job next year or at the end of this year, that if you want someone helping with the transition, this still may be the top candidate for that. That is not what is being offered but that is what I am suggesting we consider it as. Then see if that is negotiable with the offer if that is what we want to do. Otherwise you are not going to be able to do this with the time we have left.

We are going to have this on the agenda for December 13<sup>th</sup> meeting. We will have studied it and if necessary have an executive session.

**9. Dissolve Airport Advisory Board Ordinance:** City Attorney Parker will be recommending this to the Kelso City Council and have them approved as well as clean up the ordinance in the petroleum fuel sales and definition of the term sold. Would like to bring both of these ordinances to council before the end of the year, but would like to be able to report to the council any comments or concerns that the board has.

10. **Approval for Airport Truck:** Public Works Director, David Sypher gave an overview for the purchase of a truck. First instance, how we do things in the city is we have an equipment reserve fund so that through the years, put a small amount of money away each year so that when equipment is worn out, we have the replacement funds saved for that purchase. That is true also with the airport truck. We are nursing it along right now and actually it has some severe problems with the vehicle and it is quite costly to repair. So in the first budget I gave you, I showed the transfer of the money from the reserve fund in on the revenue side to the airport fund and then on the expense side. It got a little confusing, so we will just purchase it directly out of the equipment reserve fund. Then we the Finance Director was looking at the logistics on how we transfer the money and what we do with the airport reserve out of the equipment fund for the coming year, he stated that what we need to do because January 1<sup>st</sup>, it is no longer the city's, we are going to transfer the entire reserve out of the equipment reserve over to the airport reserves. You have been aware that the airport fund has reserves, but there was an additional \$19,300 and some odd cents for the purchase of a truck in our equipment reserve fund. That amount will also be transferred, but wasn't showing up in your budget for the purchase of a truck.

The neat thing about governments is you can get in on the state purchasing and so a truck that you could try and work your very best deal at a local dealership; you could save an additional \$10,000 going through state purchasing.

What we are trying to get to after that brief overview is we would like approval in the new airport budget that at the turn of the year, we would purchase a new truck for the City of Kelso Operations that would be within that amount that is transferred within \$19,300.

Discussion followed. No action taken.

11. **Public Comments:** Board Member Dietz would like to send well wishes to Don Bell and hope he has a speedy recovery.

Board Member Weber would like to pass on to the Board from Longview City Manager to include capital requests from the board to our federal lobbyists packets as we get ready to coordinate comments with congress.

Meeting adjourned at 3:58 pm.

Next meeting December 13, 2012 at City Hall 203 S. Pacific Kelso WA

  
Becky Hill, Recording Secretary  
George Raiter, Chairman